



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
HEALTH PROGRAM MANAGER I  
Departmental Open Statewide Examination  
Final Filing Date: **July 26, 2013**  
Bulletin Release Date: **June 25, 2013****



KH08-8427 3H138-01

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

**HOW TO APPLY:** Applications (STD. 678) and Supplemental Applications (see page three) must be submitted via the U.S. Postal Service or hand delivered to the California Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit hard copies to:

**Mailing Address:**  
California Department of Public Health  
Selection & Certification Unit  
MS 1700-1702  
P.O. Box 997378  
Sacramento, CA 95899-7378

**File in Person Address:**  
California Department of Public Health  
Selection & Certification Unit  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814  
Telephone: (916) 445-0983

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**FINAL FILING DATE:** Applications (STD. 678) and Supplemental Applications must be submitted by **July 26, 2013**, the final filing date. Applications postmarked or personally delivered after the filing deadline will not be accepted.

**SALARY RANGES:** \$5,079 - \$6,127 per month.

**POSITION DESCRIPTION:** This is the working supervisor level. Under general direction, incumbents supervise a small technical/professional staff performing journey level work in planning, implementing, and monitoring health programs and projects, and personally perform the most difficult or sensitive work. Positions at this level are characterized by one of the following criteria:

1. Responsible for a multi-county area of a complex statewide health program(s), and supervises diverse technical/professional staff. or
2. In a well-defined statewide program, responsible for both program and staff services support functions; supervise a small group of technical/professional staff, and serves as a technical consultant. or
3. Responsible for a statewide component of a complex program supervising a small technical staff.

Positions exist with the California Department of Public Health statewide.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **July 26, 2013**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **must** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **must** include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

**Applications/resumes received without this information will be rejected. A copy of your official degree and transcripts may assist in the evaluation of your qualifications as it relates to meeting the education requirements for this examination.**

**MINIMUM QUALIFICATIONS:** Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, or II, or III, etc.

**Either I**

One year of experience in the California state service performing duties equivalent to Associate Health Program Adviser. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of progressively responsible experience in health program administration, at least one year of which shall have been with major responsibility for a significant program such as normally found in a complex or departmentalized medical care delivery setting or health institution or organization. (Possession of a Doctoral Degree in Public Health, Health Administration, Health Planning, Public Administration, or a closely related health professional field may be substituted for up to one year of the required experience.) **And**

**Education:** Possession of a Master Degree in Public Health, Health Administration, Hospital Administration, Comprehensive Health Planning, Public Administration, or a closely related health professional field. (One year of additional specialized qualifying experience may be substituted for the required Master's Degree.)

**GENERAL QUALIFICATIONS:** In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**EXAMINATION INFORMATION:** The examination will consist of a Supplemental Application weighted 100%. Applicants are required to respond to the five supplemental items provided on this announcement. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Health Program Manager I level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**SUPPLEMENTAL APPLICATION:** Each applicant for this examination **must** complete and submit responses to the five supplemental items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. **YOUR RESPONSES ARE SUBJECT TO VERIFICATION** and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

**INSTRUCTIONS:** When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font size should be no smaller than "10" pitch.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

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## SUPPLEMENTAL APPLICATION ITEMS

1. Health Program Manager I positions require the ability to plan, organize, direct and control the work of others. This includes the knowledge of principles and practices of effective supervision and personnel relations as well as the knowledge of principles, practices, and techniques used in administering a public health program.

Describe your knowledge and work experience that demonstrates effectively managing staff and projects in each of the following areas:

- Principles of supervision and management
  - Human Resource management
  - Recognition of the importance of effective communication
  - Emphasizes the importance of teamwork to achieve objectives
  - Understanding of State Government
  - Conflict resolution
  - Development of staff (Individual Development Plans)
2. In your role as a Health Program Manager I, you are required to have familiarity with the basic principles of public health. Describe each component and also identify how you have utilized and/or implemented these in your previous work experience. Give details on your role and the success of the project.
  3. In your role as a Health Program Manager I, you will have responsibility for giving presentations at a variety of conferences designed to inform external stakeholders about the Department's efforts in a specific area. Describe in detail your previous experience acting as the Department's representative. Include in the response steps in preparation and also how the success of these presentations impacted required changes to existing projects or enabled implementation of new projects.
  4. In your role as a Health Program Manager I, you will have the responsibility to ensure staff members understand and effectively implement new laws. First describe your technical expertise and experience in the legislative processes. Second describe in detail your participation in a management role directing projects impacted by new laws.
  5. In your role as a Health Program Manager I, you will have the responsibility to apply and recommend changes in health regulations, policies and procedures. Describe in detail your previous experience assessing problems/barriers to desired program outcomes. Identify your role in accomplishing changes as well as identifying the methods utilized to establish necessity of changes; include the level of communication required and also the time-lines.

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**I hereby certify and understand that the information provided by me in this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return this page with your original signature along with your Supplemental Application.**

Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

**ELIGIBLE LIST INFORMATION:** Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

**VETERANS PREFERENCE:** Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination. [California law](#) limits granting of veterans preference credits to entrance examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929      MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378      Sprint from voice telephone: 1-888-877-5379